

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Project No. PS D12-003

This notice shall remain posted until JUNE 30, 2012

First Deadline for Submittals is 2:00 P.M. Hawaii Standard Time, Friday July 29, 2011

PREVIOUS SOLICITATIONS:

Professionals who responded to and qualified under the previous solicitation conducted during fiscal year 2010-2011, pursuant to DOE Project No. PS D11-003 **need NOT respond** to this solicitation to be considered for projects during the 2011-2012 fiscal year.

1. Professional Services related to Information Technology

The DOE anticipates the need for Professional Services primarily in the category of **Computer Science**.

This series covers positions that manage, supervise, lead, administer, develop, deliver, and support information technology (IT) systems and services. This series covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods; e.g., data storage, software applications, networking.

Information technology refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Information technology includes computers, network components, peripheral equipment, software, firmware, services, and related resources. This **GS-2210** series includes, but is not limited to, the following specialties:

1.1. **Policy and Planning:** Work that involves a wide range of IT management activities that typically extend and apply to an entire organization, major components, or specific projects of an organization. This includes strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, architecture and infrastructure planning and management, auditing, project evaluation, verification validation, and information security management.

1.2. **Security:** Work that involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.

1.3. **Systems Analysis:** Work that involves applying analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of customer organizations.

1.4. **Applications Software:** Work that involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.

1.5. **Operating Systems:** Work that involves the planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs.

1.6. **Network Services:** Work that involves the planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, operational support maintenance, and/or management of networked systems used for the transmission of information in voice, data, and/or video formats.

1.7. **Data Management:** Work that involves the planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.

1.8. **Internet:** Work that involves the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and the design, optimization, and technical management of Web sites. This specialty only includes positions that require the application of technical knowledge of Internet systems, services, and technologies.

1.9. **Systems Administration:** Work that involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.

1.10. **Customer Support:** Work that involves the planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training. This may include the development of training materials (including on-line, video, or other media) and user documentation and technical documentation.

2. DEADLINE FOR SUBMITTALS

This solicitation shall remain open through June 30, 2012. The first deadline for qualified professionals to submit Statements of Interest as described under SUBMITTAL REQUIREMENTS is:

2:00 P.M., Hawaii Standard Time, Friday July 29, 2011

Late Submittals: The DOE will continue to receive submittals after the first deadline, but these submissions shall be considered late. In order to facilitate efficient review of any late submittals, submissions received subsequent to this first review date shall remain sealed, and shall not be reviewed until ten (10) or more submissions are available for evaluation or the DOE, at its sole discretion, opts to convene the review panel.

3. SUBMITTAL REQUIREMENTS

3.1. Interested parties are invited to submit one (1) original and one (1) copy and one (1) CD of current statements of qualifications and expressions of interest to the DOE including but not limited to:

3.1.1. Transmittal Letter (a cover letter preferably on the firm's letterhead), dated and signed by an authorized representative of the firm.

3.1.2. *Attachment A – Check List of Professional Services providing Applicants information and indicating the specific Professional Service for which the Applicant wishes to be considered.

3.1.3. *Attachment B – Client Project Information providing the names of up to five (5) clients who may be contacted for whom services were rendered.

3.1.4. **Education, training and qualifications of the firm's key employees.

3.1.5. **The categories of Programmer/Developer and Analyst that would be available for DOE to consider.

3.1.5.1. For each category, the typical education, training, and the amount and types of experience associated with it.

3.1.5.2. For each category, the hourly and monthly billing rate.

3.1.6. **Any promotional or descriptive literature (optional).

* Fillable forms (Attachments A & B) may be obtained by going back on your browser to the list of notices and clicking on the "More Info" link.

**Items 2, 3, 4, and 5 shall be submitted on a CD. The document files on the CD shall be in a common/accessible format like but not limited to Microsoft Offices, Adobe Acrobat, or ASCII text. All digitized documents shall be electronically searchable.

3.2. **Format of Submittal:** Interested parties shall submit one (1) original, one (1) copy, and one (1) CD of statements of interest described above.

3.3. Delivery of Submittal: Submittals shall be mailed or hand delivered; **submittals transmitted via electronic mail or facsimile will not be accepted.**

Applicants must submit current statements of qualifications and expressions of interest to:

Department of Education
Office of Fiscal Services
Procurement and Contracts Branch
Waipahu Civic Center
94-275 Mokuola Street, Room 200
Waipahu, Hawaii 96797

4. GENERAL INFORMATION

Under the requirements of §103D-304, Hawaii Revised Statutes (HRS) such professional services are subject to competitive selection.

4.1. Qualified List: Qualified responders to this solicitation will be placed on a list to provide such services and, as needs arise, will be considered for selection in accordance with §103D-304, HRS. Qualified professionals shall express their interest in providing services in the various category(ies) in the manner specified under SUBMITTAL REQUIREMENTS.

4.2. Confirmation of Receipt: Confirmation of the Professional Service the company has been qualified for shall be emailed within four (4) weeks after the first deadline of submittals.

4.3. Confirmation of late submittals: Confirmation of receipt of late submittals shall be made within one (1) week via email. Confirmation of the Professional Service the company has been qualified for shall be mailed within four (4) weeks after the review panel reconvenes to evaluate late submittals.

4.4. Selection Criteria and Award: As projects arise, selection criteria specific to the project shall be established and employed to select a Contractor for the project. Criteria employed in descending order of importance are:

- 4.4.1. experience and professional qualifications relevant to the project type;
- 4.4.2. past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
- 4.4.3. capacity to accomplish the work in the required time;
- 4.4.4. any additional criteria determined in writing by the selection committee to be relevant to the DOE's needs or necessary and appropriate to ensure full, open, and fair competition for professional services contracts which may include the Applicant's billing rates and any other applicable cost factors.

The committee may conduct confidential discussions with any firm on the qualified list regarding the services which are required and the services they are able to provide. Qualified firms may be asked to submit additional information specific to the anticipated project at that time. In conducting discussions, there shall be no disclosure of any information derived from the competing professional service offerors. The DOE intends to award multiple contracts, based on the specific needs of the anticipated projects. The head of the committee shall negotiate a contract with the first ranked firm for each anticipated project, including a rate of compensation which is fair and reasonable, established in writing, and based upon the estimated value, scope, complexity, and nature of the services to be rendered.

Award(s) if any, will be posted online at: <http://www4.hawaii.gov/professionalservices/ShowProf.cfm>

4.5. Contract/Contract Terms: If selected for a project, Contractor is required to enter into a contract with the DOE.

The contract period may be for the current fiscal year only, or may include optional provisions to extend the contract for up to 4 additional years (for a total contract period of 5 years), but will be determined as

appropriate for the project, and dependent upon available funding.

The "General Conditions for Goods and Services, Form AG-008" for such contracts can be viewed at:
http://www4.hawaii.gov/bidapps/general_terms.cfm

4.6. Certificate of Insurance: In addition, upon award of the contract, Contractor shall furnish a certificate of insurance in accordance with the following minimum insurance coverage and limits: (1) General liability (GL) shall be no less than \$1 million per occurrence and \$2 million in the aggregate (the maximum amount paid for claims during a policy term), and (2) automobile (auto) insurance shall be no less than \$1 million per accident. The DOE may also require other types of insurance, or that the DOE be named as additionally insured on the Contractor's policy(ies), if determined appropriate for the type of contracted service and project.

4.7. Special Conditions: The DOE may choose to include Special Conditions in the contract related to such matters as ownership and copyright, liquidated damages, and the exchange, handling, safekeeping and ownership of confidential and personal Information. Nothing in the Special Conditions of the contract shall supersede the General Conditions, but shall serve to supplement the General Conditions, except where a conflict exists between the General Conditions and Special Conditions, in which case the Special Conditions shall apply.

4.8. Vendor Certificates Required: The Firm should be prepared to produce the below listed certificates as proof of compliance with §3-122-112, HAR. **The certificates are not required at this time;** Firms will be notified in writing when certificates must be submitted.

4.8.1. Original Tax Clearance Certificate issued by the State of Hawaii Department of Taxation;

4.8.2. Certificate of Compliance (regarding Unemployment Insurance, Workers' Compensation, Temporary Disability Insurance, and Prepaid Health Care) issued by the State of Hawaii Department of Labor and Industrial Relations; and

4.8.3. Certificate of Good Standing issued by the State of Hawaii Department of Commerce and Consumer Affairs

OR

4.8.4. In lieu of Items 1, 2, and 3 above, the firm may also submit an original consolidated CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via the online system, "Hawaii Compliance Express". Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>

4.9. Project Specific Solicitations: At the discretion of the DOE, certain projects must be advertised on a project-specific basis. In that event, a new solicitation for professional services, independent of this solicitation, will be published and interested parties shall respond to these solicitations in the manner specified in the legal notice.

5. CONTACT INFORMATION

Inquiries regarding this notice should be directed as follows:

5.1. Program related inquiries related to Information Technology: Mel Decasa via telephone at (808) 586-3215 or via email at Mel_Decasa@notes.k12.hi.us.

5.2. Administrative and technical inquiries related to the notice or procurement process: DOE Procurement and Contracts Branch at (808) 675-0130 or via email to DOEprocure@notes.k12.hi.us.

KATHRYN S. MATAYOSHI
SUPERINTENDENT

Procurement Notice Posted on June 29, 2011

ATTACHMENT A
Check List of Professional Services
DOE Project No. PS D12-003
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Please note: An electronically fill-able version of this form is available by going back on your browser and clicking the "More Info" link for this notice, then click on "View Specifications Document".

- Applicants will be automatically added to the Professional Services Qualified List for all projects checked provided that the Review Committee determines the Applicant is qualified to perform the type of work indicated.
- Confirmation of the Professional Service the Applicant has been qualified for shall be mailed within four (4) weeks after the deadline of submittals.
- The DOE does not guarantee that selections from the Qualified List will be made for all DOE projects.
- The DOE reserves the right to combine similar type projects in each category and to select professionals to provide services for more than one project.

Directions: Please provide the following information.

Name of Professional/Firm (include dba if applicable):			
Business Address (may not be PO Box):			
Mailing Address (only if different):			
Local (Hawaii) Office (only if different)			
Telephone Number:		Facsimile Number:	
Federal Employer ID# or SSN (if sole proprietor):		State of HI GET#:	
Name of primary contact person:			
Title:			
email address:			
Name, title and email of alternate contact person:			
Type of business (corporation, sole proprietorship, not for profit, etc.):		Average # of employees over the past 5 years:	
Age of firm:		Today's Date:	
<p>Assemble your submittal and submit one (1) original, one (1) copy, and one (1) CD as follows:</p> <ol style="list-style-type: none"> 1. <u>Transmittal Letter</u> (a cover letter preferably on the firm's letterhead), dated and signed by an authorized representative of the firm. 2. <u>*Attachment A – Check List of Professional Services</u> providing Applicants information and indicating the specific Professional Service for which the Applicant wishes to be considered. 3. <u>*Attachment B – Client Project Information</u> providing the names of up to five (5) clients who may be contacted for whom services were rendered. 4. <u>**Education, training and qualifications of the firm's key employees</u> 5. <u>**The categories of Programmer/Developer and Analyst that would be available for DOE to consider</u> <ul style="list-style-type: none"> • For each category, the typical education, training, and the amount and types of experience associated with it. • For each category, the hourly and monthly billing rate. 6. <u>**Any promotional or descriptive literature (optional)</u> <ul style="list-style-type: none"> * Fillable forms (Attachments A & B) may be obtained by going back on your browser to the list of notices and clicking on the "More Info" link. **Items 2, 3, 4, and 5 shall be submitted on a CD. The document files on the CD shall be in a common/accessible format like but not limited to Microsoft Offices, Adobe Acrobat, or ASCII text. All digitized documents shall be electronically searchable. 			

ATTACHMENT A
Check List of Professional Services
DOE Project No. PS D12-003
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Indicate the specific Professional Service for which the company wishes to be considered:

- ☐ 1. **Policy and Planning.**
Attach a list of policy and planning services your company can provide (e.g., data standards, infrastructure planning and management, project auditing, etc.).
- ☐ 2. **Security.**
Attach a list of security protocols (e.g., Kerberos, PPTP, IPsec, etc.), encryption standards (e.g., DES3, PGP, WPA2, etc.), and security services your company has experience with such as (e.g., intrusion prevention, secure messaging, wireless security, firewall, system security management, network access control, secure content management, etc.).
- ☐ 3. **Systems Analyst.**
Attach a list of application areas your company has experience with such as Student Information, Human Resource, Financials, eLearning systems (authoring, and delivery of training materials as well as managing and monitoring their delivery), Document Imaging services (configuration, scanning services for document preparation, capture, indexing, and loading in image repository), etc.
- ☐ 4. **Applications Software.**
Attach a list of application development environments, and associated technologies your company has expertise in (e.g. .NET Framework, Java J2EE, PHP Open Source, Oracle Developer, Domino/Notes, XML, web services, etc.). Also, attach a list of packaged software applications your company has experience with (e.g. Kronos Time and Attendance, eSIS Student Information System, Microsoft Enterprise Project Management, FileNet Content Services, etc.).
- ☐ 5. **Operating Systems.**
Attach a list of server implementation and support services your company has experience with (e.g., server configuration, testing, server consolidation, hardware/ software platform migration, server operational support, etc.). Also list the hardware and operating systems your company has expertise in (e.g., Solaris, Linux, Windows Server, other UNIX, etc.).
- ☐ 6. **Networking Services.**
Attach a list of the IT network services your company has experience with (e.g. design/engineering of physical network infrastructure, networking system implementation, network monitoring and trouble shooting, network forensics, etc.). List the tools your company has available.
- ☐ 7. **Data Management.**
Attach a list of database platforms your company has expertise in (e.g., Oracle, SQL Server, MySQL, PostgreSQL, etc.). Also specify the types of database related services your company has expertise in (e.g., Data architecture, database design, database administration, data warehouse, business Intelligence/decision support, etc.).
- ☐ 8. **Internet Services.**
- ☐ 9. **Systems Administration.**
Attach a list of both server and client hardware platforms your company can configure and support.
- ☐ 10. **Customer Support.**
Attach a list of "user-support" services your company provides for training and/or supporting users with custom or packaged applications and/or desktop platform technical support (e.g., on-line training material, content development, Help Desk, etc.) Also attach a list of "development-support" services your company provides to assist application development in the following areas, application programming, application server migration, server OS migration and product selection assistance.

ATTACHMENT B
Client Project Information
DOE Project No. PS D12-003

Directions:

- Please provide information regarding recent projects your firm has completed.
- Complete one form per project/client, up to a maximum of five (5) clients who may be contacted.
- Any supplemental information related to each project of interest, although not required, should be attached to this respective Attachment B, Client Project Information sheet.

Name of Your Firm:	
<i>Name of Client:</i>	
<i>Name of Client Contact Person:</i>	
<i>Client's Phone Number:</i>	
<i>Date or period of project/service:</i>	
<i>Description of project/services rendered:</i>	
<i>Other Information or comments:</i>	
<input type="checkbox"/> check here if supplemental information related to this project is attached.	